

## **PERSONNEL COMMITTEE MEETING**

**Tuesday 5<sup>th</sup> April 2005 at 8.05 pm**  
**In the Studio, Town Hall Arts Centre, High Street**



**HAVERHILL  
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**Present:**                      **Chair:**                      **Councillor Ann Thomas**  
**Town Councillors:**      **Mrs Mary Martin, and J Rudd**

**Also present:**              **Six members of the public**

### **MINUTES**

**1.      Apologies for Absence**

Apologies for absence had been received from Cllr Robinson.

**2.      Declarations of Interest**

Cllrs Mrs Mary Martin and Thomas declared an interest as a Member of St Edmundsbury Borough Council.

**3.      Minutes of Previous Meetings**

The minutes of the meeting held 25th January were agreed as a true record.

**4.      Matters Arising From Those Minutes**

There were no issues outstanding from those minutes.

**5.      Staff Concessions**

The Committee reviewed and agreed the concessions available to staff to be one complimentary cinema ticket per month, transferable to partner, and not available until night of performance, and theatre by invitation of the Arts & Leisure Manager.

**6.      Appointment of Accountant**

The Committee noted the appointment of the Accountant.

**7.      TUPE Transfer**

The Committee noted that the legal opinion had not arrived. The Committee noted the position and the Town Clerk was asked to implement the enhancement if the legal opinion was that the Town Council should do so. The Committee agreed that the enhancements were not to be applied for staff joining after 31st March 2005.

Cllr Mrs Mary Martin proposed, and Cllr Rudd seconded, all being in favour that in accord with Section 100(A) (4) of the Local Government Act 1972 the public and press be excluded from the remainder of the meeting on the grounds that the matters to be discussed will involve the likely disclosure of exempt information as defined in paragraphs 1 and 7 of Part 1 of Schedule 12 (A) of the Act.

**8. Issues Raised by Staff**

The Town Clerk reported that staff had been upset by Cllr Graham's questioning of them regarding an alleged complaint of discrimination against a disabled customer. The Committee agreed that Cllr Graham be reminded of the Town Council's Complaints Procedure and be invited to submit the complaint in accord with that procedure or else invite the alleged complainant to do so. Cllr Graham was also to be reminded that any enquiries about the Town Council's procedures and functions should be addressed to the Town Clerk, and not raised with individual members of staff.

**9. To Confirm the Situation Regarding Duty Officers**

The Committee considered and agreed the action to be taken in the event that staff currently undertaking Duty Officer roles and/or acting as the Licensee's nominee are unable to attain, or are debarred from holding, a Personal Licence as required by the Licensing Act 2003. It was agreed that this would be potential grounds for disciplinary action on grounds of lack of capability.

**10. Closure**

The meeting was closed at 8.45 p.m.